

## Setting up your PCA Family Portal:

Family Portal is a private and secure parents' portal that allows you to view academic information specific to your children, while protecting their information from others. You can also communicate with teachers and other school staff online whenever necessary. Here's how to access our easy-to-use Family Portal

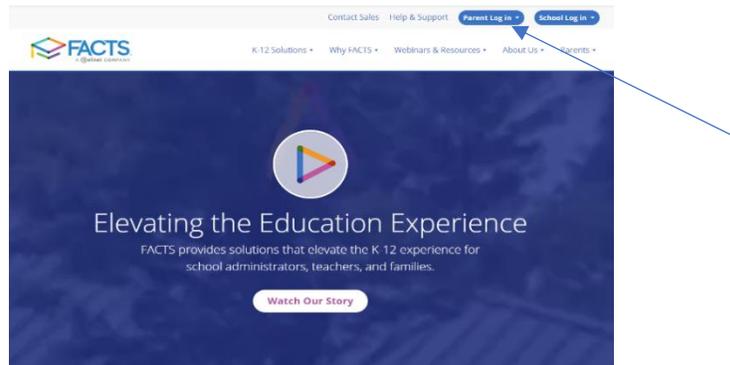
### Login types

There are three Family Portal login types.

- **Parent:** see school, student, and accounting information.
- **Student:** see information specific to the classes into which they are enrolled.
- **Staff:** see information specific to the classes they teach.

### Log in to FACTS SIS

1. In an Internet browser window, navigate to [www.factsmgt.com](http://www.factsmgt.com).



2. Select Parent Log in and "FACTS Family Portal"
3. When you see the screen below:

4. Select **PARENT** or **STUDENT** and click "Create New Family Portal Account"
  - For Students,
    1. Enter our school's **District Code:** PCA-MI
    2. Please enter your school **email:** [firstname.lastname@pcastudentemail.org](mailto:firstname.lastname@pcastudentemail.org)

- Students: if you have NOT set up your email account yet, please follow the email instructions sent previously, or the steps below to receive a confirmation email:

Microsoft Login Information:

Website: <http://login.microsoftonline.com>

Account: **First.Lastname@pcastudentemail.org**

Password: **PCA????? (5-digit Student ID)**

- For Parents,

- Enter our school's **District Code:** PCA-MI
- Enter your **email used for your Payment Plan** (*the email for the person selected as having Primary Financial Responsibility during enrollment OR used previously for your payments*).

- You will receive an email from SIS Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for six hours.

- Please click on the link.

- For Students: A **Change/Create Password** screen will open. Please use the default username provided, then type in your desired password into the Password field and Confirm Field
- For Parents: A **Change/Create Password** screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm Field

Change/Create Password				
Name	Person ID	User Name	Password	Confirm
Callie Johnston	11519	cjohnston	*****	*****
				<input type="button" value="Save User Name and/or Password"/>

- Click on the **Save User Name and/or Password** button
- Close the window.
- Log into **FACTS Family Portal** as instructed above – you will see the login screen below again:



**FACTS**  
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Family Portal Login

District Code:

User Name:

Password (case-sensitive):

[Forgot User Name/Password?](#)

[Create New Family Portal Account](#)

**Notes**

**District Codes** and **Usernames** are not case-sensitive.  
**Passwords** are case-sensitive, must include a combination of letters and numbers, and may not include special characters.

**Family Portal is a wonderful tool for our PCA families, and allows you to access:**

School events and announcements

Student Attendance and daily grades

Resource documents

Progress reports, report cards and transcripts

Homework assignments through Google Classroom

School events

Your tuition payment information (*if you set up a tuition payment plan with PCA; contact the Tuition Office*)

Lunch calendar and your lunch balances (*if you set up a lunch payment plan with PCA; contact the Tuition Office*)